

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2002/08/15 : CIA-RDP83B00823R000400030019-1

30 OCT 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

STAT ATTENTION :

SUBJECT : MBO Objective OS-D 01-76

REFERENCE : Memorandum to Deputy Directors
Same Subject, dated 19 Sept. 75

1. Milestone two of the referent requires that each type of record retained by the Security Records Division be categorized as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and (d) should be destroyed. The referent permits a record to be divided into two or more categories. The listing presented below categorizes the records in accordance with the stated guidelines.

2. MUST BE KEPT BY LAW, DIRECTIVE OR REGULATION

Office of Security Case Files (Personnel Security Files)
Office of Security Personal Index
Office of Security Impersonal Index
Cryptonym and Pseudonym Index
True Name Index
Security Automated Name Check Activity
Security Automated Dossier Retrieval System
Confidential Informant Index
Master Copy of Microfiche Records

3. MUST BE DESTROYED

Office of Security Case Files
(Organizational files, Dissident files)

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4. SHOULD BE KEPT

Administrative Files, C/SRD
Administrative Files, Microfiche Branch
TWX Chronological, Incoming and Outgoing
Cable Chronological, Incoming and Outgoing
Courier and Manifest Records
Cable Log Files
Dispatch Chronological Files
Case Control Index
Abstract File Index
Systems Support Branch Library
Post Office Expenditures and Incoming and
Outgoing Mail Receipts
Master Copy of Headquarters and Security Regulations,
Bulletins, Directives.

5. SHOULD BE DESTROYED. The records listed in this category are operating files and are also listed in the category of "Should Be Kept". These records are listed in dual categories in that they are operating files, and as working files they are imperative to the mission of SRD. However, they undergo periodic purging and destruction for outdated material, and some are purged according to a time retention schedule.

Administrative files, C/SRD
Administrative Files, Microfiche Branch
TWX Chronological, Incoming and Outgoing
Cable Chronological, Incoming and Outgoing
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STAT


Security Records Division

MBO OBJECTIVE OS-D 01-76

MILESTONE TWO

CATEGORIES OF FILES HELD BY POLICY AND PLANS GROUP

FILE	CUBIC FOOTAGE	CATEGORY AND AMOUNT				
		MUST BE KEPT	MUST BE DESTROYED	SHOULD BE KEPT	SHOULD BE DESTROYED	TRANSFERRED...
CHRONO	1.50			1.50		
OS REGS HBs	2.50				2.50	
MO FILES	2.00			2.00		
NDP WORKING FILES	.50			.25	.25	
PROGRAM CALL WORKING FILES	.50			.25	.25	
MBO WORKING FILES	.50			.25	.25	
FOIA WORKING FILES	7.00					7.00 (IRG)
MISCELLANEOUS	1.50			.50	.50	.50 (OS Reg.)
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TOTALS	16.00 (Equals combined sub-totals)			4.75	3.75	7.50